MERAMEC VALLEY R-III

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February 15, 201

University of Missouri
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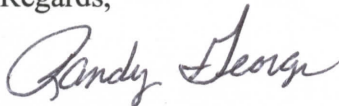
Dr. Davis:

Please find enclosed information from the Meramec Valley R-III School District regarding your request received February 10, 2012.

District Board Policy #6008, and Form #6008.1, which are used to initiate book challenges, are included.

The Meramec Valley R-III School District has received one book challenge during the time period specified. The challenge occurred in 2010, involving a donated paperback book to one of our five elementary libraries. Correspondence regarding this single challenge is included for your review. Please feel free to contact our district office at 636-271-1400 for further assistance.

Regards,

Randy George

Mr. Randy George
Superintendent of Schools

"Together We Make A Difference In Doing What's Best For Kids"

6008 – LIBRARY MEDIA CENTERS

The Board of Education shall establish and maintain library media centers throughout the district. Appropriate regulations shall be developed to include the following:

A. Philosophy

The Meramec Valley R-III School District library media centers were established to assist the school system in providing the best education for the youth of the school. The library media center and the library media specialist will provide the materials and/or service necessary to support, enhance, and enrich the curriculum of the school. It will provide recreational materials that will encourage appreciation of literature and life-long reading habits.

B. Purpose

The purpose of the library media center is to contribute to the attainment of the greatest achievement within the abilities of every child in self-utilization, human relationships, economic efficiency and civic responsibility; to aid the teachers and administration in curriculum planning and development, and to provide for the proper storage, classification and cataloging of all materials.

C. Objectives

Cooperate with the administration, faculty, and staff in the establishment of the library media center as an integral part of the total educational program.

Encourage student interest in books and other materials and provide library based activities.

Provide continuous, progressive instruction in the use of the library media center, materials, and services.

Make provisions for full use of the library media center materials and services by the students.

Provide for the continuous building of a reference collection to meet the needs of the curriculum and a broad collection of materials (books, periodicals, newspapers, and audio visual aid(s) to meet the individual needs of the students.

Assist the administration in developing good public relations through pleasant and friendly contacts with students, teachers, staff, and people of the community.

D. Selection and Rejection Procedures

Responsibility for Selection: The Meramec Valley R-III Board of Education is legally responsible for the selection of all materials relating to the operation of the Meramec Valley R-III schools. The board delegates the professionally trained administrative staff employed by the school district the responsibility of making selections. The actual responsibility for making selections for purchase rests with the certified library media specialist of each school's library media center. Administrators, faculty, and students will be involved whenever possible or necessary, with the process coordinated by the library media specialist.

Objectives for Selection: Materials selected should fulfill the responsibility of the school library media center as set out by the American Library Association. The aims of responsibility are:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. To provide materials that will stimulate growth, factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. To provide materials representative of the many religions, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the user of the library media center.

Criteria for Selection: Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration. Direct participation of faculty and students should be standard procedure in determining the curricular value and the student appeal of instructional materials. Materials for purchase are considered on the basis of:

Overall purpose
Timeliness of permanence
Importance of subject matter
Quality of writing / production
Readability and popular appeal
Authoritativeness
Reputation and publisher /producer
Reputation and significance of the author /composer / producer
Format and price

Obvious candidates for weeding include the following:

- Books with fine print, yellow or brittle pages, missing pages.
- Superseded edition of books
- Books that become shabby, damaged, or just plain worn out
- Books which become obsolete in content
- Visuals that are worn, cracked, or faded
- Items that are broken, dented, bent, have missing parts
- Materials beyond the comprehension of users

In selection materials for purchase, the library media specialist consults reputable, unbiased, professionally prepared selection aids. A list of sources currently recommended by the American Library Association and the Department of Elementary and Secondary Education is as follows:

- Missouri State Department of Education Curriculum Guides
- American Library Association
- Basic Book Collection for High Schools
- Basic Book Collection for Junior High Schools
- Basic Book Collection for Elementary Schools
- Brodart
- Elementary School Library Collection
- Wilson Standard Catalogs
- Children's Catalog
- Junior High Library Catalog
- Senior High Library Catalog

Subject tools for meeting special needs, such as the following:

- AAAS Science Book List for Children
- AAAS Science Book List for Young Adults
- Books in American History: A basic List for High Schools
- Elementary and Junior High Mathematics Library
- Good Reading for Poor Readers
- Fare for the Reluctant Reader
- Free and Inexpensive Learning Materials
- Bibliographies from textbooks currently used
- Book List and Subscription Books Bulletin
- Horn Books
- School Library Journal
- Audio Visual Instruction
- Preview
- Wilson Library Bulletins
- AAAS
- Media and Methods

E. Weeding Procedure

Weeding is the process of removing materials from the library media center that are no longer useful for meeting the interests and needs of students and teachers. The criteria used for the selection of materials should be applied to weeding the collection. Weeding will give the collection timeliness and reputation for reliability, will help insure the availability of quality materials, and will give the collection an inviting appearance. During the weeding process, useful materials in need of repair or replacement are often located, and space is acquired for new materials.

H. Gift Items

After review by the library media specialist and building administrator, the library media center may accept or reject any gift item based on objectives and criteria of the selection policy.

I. Evaluation (1994-95)

The purpose of evaluation is to assess the degree to which goals and objectives have been set to determine the effectiveness of program elements. Evaluation is a continuous process, conducted at all levels (district and school), involving both staff and the media program. Evaluation identifies the means for improving learning environments and is an integral part of the school library media center program.

Concerns evaluated are:

1. Extent of school population it reaches
2. Level participation by teachers and learners
3. Degree to which materials reflect curriculum
4. Adequacy of materials in comparison with state standards on the annual state library report.

An accurate inventory of the holdings of each school library media center takes place the last two weeks of each school year.

J. Confidentiality

The district recognizes the need to assure the confidentiality of library media center records. Records held in libraries which connect specific individuals with specific resources are confidential and not to be used for purposes other than routine record keeping.

In keeping with the above policy no library media center personnel (certified, non-certified, student aid, or volunteer) will release library records of students or faculty to any third party except (1) in response to a written request of the person identified in that record and (2) in response to an Order issued by a court of competent jurisdiction.

Circulation information may be released to students' parents/guardians to retrieve overdue materials after any unsuccessful attempt to retrieve such materials.

K. Copyright

Copyright materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

The following four criteria must **all** be met to determine if copying falls under the guidelines of fair use:

1. The purpose and character of the use:
   Copying for non-profit educational purpose is allowed.